

S-E-C-R-E-T

11 JAN 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of PersonnelSUBJECT : Office of Personnel Report --  
Week Ending 9 January 1979

1. Recruitment Advertising Program: The DCI has approved our request to use the "focus group" approach to develop advertising copy designed to attract DDO Career Trainees. Mr. Falcone, president of our advertising agency, has been informed of this approval and will pass the word to Francine Tool, the president of the firm which will conduct the research. We expect to have the results of the research in a month or so, and new ads should be available for use soon after. (U)

2. Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals, The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 399 persons to go by 12 January, 86 are going under the "liberal" options. (C)

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	84 (22)	131 (11)	215 (33)
Signed to go	<u>86 (43)</u>	<u>98 (10)</u>	<u>184 (53)</u>
Totals	170 (65)	229 (21)	399 (86)


Total retirements for the period 1 December 1978 through 12 January 1979 is 232.

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Original CL BY 002302  
Review on 10 Jan 1985

3. New Employees: Sixty-four new employees entered on duty on Monday, 8 January 1979; 31 clericals, 30 professional and technical, and three CT Pilot Program participants. One of the clericals came in under the Handicapped Program (deaf) as a GS-04 Info Control Clerk for the Office of Communications. (U/AIUO)

25X1A 4. Shortage of Military Officers: The U.S. Army has notified the Chief of our Military Personnel Branch that the Army will be unable to provide military officer nominees for the IC Staff positions due to an Army-wide shortage of intelligence officers. The IC Staff has eight authorized Army positions, three of which are vacant. (U/AIUO)



6. Retirees - Exit Processing: Approximately 180 retirees are scheduled to exit process on 12 January. To facilitate their processing, arrangements have been made to use the auditorium and representatives from Central Cover Staff, Insurance Branch, Office of Security, Commo Security and Finance will be present to conduct appropriate briefings. (U/AIUO)

7. Travel: The SSA/DDA's office requested the Central Processing Branch determine whether there could be savings realized by the purchasing in the United States of either one-way or round-trip tickets for TDY and home leave travel originating at foreign posts. In checking with Pan American and Trans World Airlines, the consensus was that a savings could be made for round-trip travel originating in countries such as Japan and Germany where rate of exchange was unfavorable. For example, if a one-way ticket was purchased in Tokyo for travel from Tokyo to D.C. and the return portion purchased in D.C., there would be a savings of approximately \$300. No savings would be realized on tickets purchased in CONUS and sent to the traveler in the country where the flight originates because the purchase price in the United States is determined by the rate of exchange for the country where the travel originates. The SSA/DDA's office was advised of this information. (U/AIUO)

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8. Appraising Foreign Gifts: [REDACTED] visited the Headquarters Building on Monday, 8 January, for the purpose of appraising foreign gifts that have been reported to the Office of Personnel. The Agency is required, by law, to annually report such gifts to the Secretary of State and the value of the gift must be included in the report. [REDACTED] is the appraiser with whom the Office of Logistics contracted for this purpose. (U/AIUO)

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9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 69. (U)

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10. Rehired Annuitants: The following rehired civilian annuitant cases were approved for extension by the Deputy Director for Administration: (U/AIUO)

DDO

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- Independent Contractor, EUR Division, six-month extension
- Independent Contractor, CI Staff, three-month extension

COMING EVENTS:

(1). PDP: Continue with PDP analysis. (U/AIUO)

(2). Supergrade Factor Evaluation System: [REDACTED] of our Position Management and Compensation Division conducted a briefing on the origin, objectives, criteria and methodology of the proposed Supergrade Factor Evaluation System to senior NFAC officials who will participate in a workshop for the further testing and validation of the System on 16 through 18 January 1979. (U/AIUO)

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[REDACTED]  
F. W. M. Janney

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EA-D/Pers/[REDACTED]:rj (10 Jan 79)